




NORTH MIAMI POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES



COMMUNITY ORIENTED POLICING 300.15

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Chief of Police

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I. PURPOSE

To maintain an ongoing awareness of community needs, reduce crime and the fear of crime by establishing partnerships between the Department and residents, businesses and other entities. To maintain an organization structure that supports those partnerships, and engage in the process of proactive and systematic examination of identified problems to develop and evaluate effective responses.

II. POLICY

To provide a variety of police support services to improve the quality of life of the North Miami community through Community Oriented Policing concepts

and an approach based on the Department's mission to build trust through transparency and engagement; and enhance youth opportunities through mentoring and involvement.

III. SCOPE

This policy applies to all members of the Department.

IV. DEFINITIONS and ACRONYMS

Language Clarification:

- Should: Indicates a general or expected action, absent a rational basis for failing to conform.
- Shall or Will: Indicates a mandatory action.

C.O.P. - Community Oriented Policing

P.A.L. - Police Athletic League

S.R.O. - School Resource Officer

A.C.O. - Animal Control Officer

V. GENERAL

Community Oriented Policing involves proactive measures, such as the geographic assignment of COP officers, foot patrols, bicycle patrols, emphasis on citizen/business contacts and educating the community. This concept empowers police officers and community members to coordinate their efforts to reduce crime and to enhance the quality of life in North Miami.

A. The goals and objectives of Community Oriented Policing (C.O.P.) are to be achieved by utilizing the following methods:

1. Engage in proactive policing strategies; develop and maintain rapport with businesses and residents in the community, thus fostering an atmosphere of cooperation, compassion, coordination, peace and order within the community.
2. Encourage citizens to report suspicious or criminal activities, suspected/observed abuse or neglect of people, animals or property.
3. Assist victims and homeless people, referring them to other agencies, where appropriate, for further assistance.

4. Periodically engage in walking or bicycle patrol within the zones.
5. Work with youth in schools and youth oriented programs to help youth understand and comply with laws and regulations.
6. Provide youth with second chances and life experience opportunities.
7. Work with residents and businesses to help keep the city clean, including the removal of graffiti, trash, and debris.
8. Work with the apartment managers, homeowners, and businesses to implement crime prevention programs, and promote other crime prevention activities.
9. Attend homeowner association meetings and other civic organization meetings.
10. Actively patrol the City seeking to prevent, detect and reduce potential criminal activity and public nuisances.
11. Counsel juvenile and adult residents, referring them to the appropriate persons or agencies for further assistance.
12. Implement programs that educate juveniles and adults in the community, as a group or individually.
13. Manage long-term and short-term Community Oriented Policing initiatives, which target criminal activities and public nuisances.
14. Perform other duties as assigned.

VI. COMMUNITY POLICING SECTION TEAM MEMBERS

The Community Policing Section consists of two Sergeants and a Commander, with oversight from the Section Major, and the following members:

- COP Officers
- Police Athletic League (P.A.L.) Officer(s)
- School Resource Officer(s) (SRO)
- Marine Patrol Officer(s)
- Traffic Safety Officers
- Crime Watch Coordinator

- Animal Control Officer

VII. COMMUNITY ORIENTED POLICING OFFICERS

The Community Oriented Policing Unit is comprised of officers who are strategically assigned to specific areas in order to identify and respond to quality of life issues that impact the community by implementing neighborhood-focused police services. Their goal is to recognize trends, allocate resources, reduce crime, engage community members, build trust and mutual respect, encourage stakeholders to work together and solve problems so that residents can thrive and prosper without the persistent fear of crime.

The Unit will use the following model to detect and respond to quality of life issues impacting the community:

- A. S.A.R.A. MODEL: A problem-solving model consisting of the following four parts:
 - S: Scanning:** Identify recurring problems to the public and the police.
 - A: Analysis:** Identify and understand the events and conditions that precede and accompany the problem.
 - R: Response:** Develop a solution to the problem outlining the response plan and responsible parties, and carryout the activities.
 - A: Assessment:** Evaluate the effectiveness of the solution and identify new strategies, if needed.

VIII. BICYCLE PATROL

Members of the Community Oriented Policing Unit may patrol various areas of the City on bicycle with supervisor approval. They may patrol during the day as individual units or in groups. At night, they will only patrol in groups. While on patrol, the units will check in with Communications and advise what zone or zones they will be riding. **CFA 14.02A-D**

- A. Safety equipment - Bicycles will meet the International Police Mountain Bike Association standards for safety equipment. The minimum required equipment will be:
 - 1. Bike uniform

2. Proper shoes (black athletic sneakers and black socks)

B. Uniform - The issued bike uniform will be:

1. A blue and black police shirt or bright yellow "Peace Officer" shirt with navy shorts.
2. Shirts will have the word "Police" across the front and back and the North Miami badge on the front.
3. If cold weather prevents the wearing of shorts, Class C (navy cargo long pants) or regular police uniform pants will be worn.
4. Officers may wear black athletic shoes with black socks.
5. Officers will wear their duty belt with a minimum of their authorized firearm, magazine, handcuffs and police radio.

C. Bicycle issue and storage - Each bicycle will be assigned to an individual officer. That officer will inspect and clean their bike prior to use, and will ensure that all their bike equipment is in working condition.

If repairs are needed, the officer will inform his/her supervisor and request approval to take it to the repair shop.

The officer will be responsible for the safe storage of the bicycle. The Police Department has a secure shed in the rear of the station's parking lot for bike storage. Officers are responsible for securing the shed after removing or storing their bicycle.

D. Only Unit members who have shown the capability to ride a bicycle safely will be permitted to patrol on bicycle.

IX. SCHOOL RESOURCE OFFICER

The School Resource Officer (SRO), assigned to the Community Policing Section, will maintain a partnership with the students, parents, and faculty of the school to which they are assigned, to prevent and respond to delinquent behavior and provide a forum that will lead to mutual respect. The SRO(s) will act as a role model and educate youth in the function of law enforcement in society.

A. The SRO(s) will maintain a highly visible presence in and around the schools he/she is responsible for. The SRO(s) will be vigilant in recognizing problems in the vicinity of their schools and develop initiatives to solve them.

- B. SRO(s) will meet the principal or administrator at least twice a month.
- C. The SRO(s) will complete and forward a weekly report of their activities to the COPS Sergeant.

X. POLICE ATHLETIC LEAGUE (PAL)

The Police Athletic League of North Miami, a 501c3 non-profit organization, was established to provide youths with sporting activities, as well as communicating with them through positive contact, respectful and positive dialogue, guidance and mentorship. It is designed to assist with self-esteem, character and teambuilding, and educational and youth leadership.

PAL consists of the following programs:

- A. Homework Help Program: Held at the PAL Training Facility after school during the school year. It is designed to create a comfortable study environment while helping students succeed academically.
- B. Peer Mentoring: A program where Police Officers establish positive relationships, and older youth befriend and mentor younger children in a structured environment. It is designed to provide a positive outcome for both participants, provide growth and learning opportunities, and build new relationships.
- C. Diversion: A program designed to focus on youth who have been identified as at-risk, who have made poor decisions and have or can get involved in illegal activities without intervention. It is intended to direct our youth and redirect youthful offenders away from the criminal justice system through positive programs, supervision, and support through the PAL.
- D. Boxing: PAL of North Miami Boxing teaches self-defense, discipline and teamwork, while getting youth in good physical condition. Annual tournaments are held with other boxing programs to help raise funds for PAL and create friendly competition for the youth.
- E. Youth Director's Council: A youth leadership program for ages 12-18. The members will elect their own executive board, and that board will be responsible for choosing, organizing, and managing projects. The program is designed to improve self-esteem, attendance, attitudes,

academics, team-work skills and leadership skills.

XI. MARINE PATROL

North Miami Marine Patrol units are to be used for patrolling the North Miami waterways and adjacent areas, and to protect the lives and property of residents and visitors utilizing these waterways, marinas, and the marine life therein.

A. Training:

Officers assigned to the Marine Patrol Unit will have previous experience with boating and will receive training as prescribed by the Chief of Police, to include maritime laws, boating regulations, safe boating practices, and natural resource management and enforcement. No one will be authorized to operate Marine Patrol vessels unless they have received training.

CFA 14.02A,B

B. Unit members shall notify the shift commander, as well as Communications, prior to going on duty. When inclement weather prohibits the use of patrol boats, or at the Unit Supervisor's discretion, unit members may be reassigned.

C. Unit responsibilities will include the following: **CFA 14.13**

1. Enforce applicable laws (statutes and ordinances) relating to boating and marine safety, and the preservation of natural resources and wildlife. During enforcement operations, if a Marine Patrol officer needs assistance, they will notify Miami-Dade Communications. When enforcing boating violations, the officer will:
 - a. Notify Communications on the main channel.
 - b. Provide the dispatcher with the location of the stop, as well as other pertinent information, as necessary.
2. Assist other governmental agencies requesting assistance including the U.S. Coast Guard, U.S. Customs, the Drug Enforcement Administration, and Florida Fish and Wildlife Conservation Commission (FWC).
3. Assist other police agency marine patrol units when requested.
4. Serve as liaison between the Department and other local, state, and

federal agencies having marine interests.

D. Staffing:

1. Scheduling will be determined by the Community Policing Section Commander.
2. A normal complement shall consist of one (1) or two (2) officers. During emergency or high-volume boating events, additional members may be assigned as necessary.

E. Equipment: **CFA 14.02D**

The Marine Patrol Unit will be assigned:

1. At least, one Marine Patrol Unit police vehicle.
2. At least, one (1) motorized patrol boat, to be utilized by trained Marine Patrol Unit personnel only, with "Police" markings and equipped as follows:
 - a. Department police radio.
 - b. VHF radio set to Channel 16A.
 - c. Customs radio set to their hailing frequency.
 - d. Emergency lights, siren and loud speaker.
 - e. Coast Guard approved equipment, i.e., fire extinguishers, flares, life preservers.
 - f. Any additional equipment deemed necessary and approved (i.e., First Aid Kit).

F. Maintenance and inspection of vessels: **CFA 14.02C**

Routine maintenance and inspections will be performed by assigned Marine Patrol Unit personnel consisting of the following:

1. Check engine fluid levels and vessel electronic equipment prior to each operation.
2. Refuel the vessel when necessary, maintaining at least one-half ($\frac{1}{2}$) the fuel capacity at all times.
3. Inspect and ensure that all emergency equipment is on board and operational prior to casting off.

4. Keep all lines, anchors, flotation devices, and other equipment shipshape at all times.
5. Replace or repair all damaged deck hardware.
6. Maintain and replace when necessary, all lines and bumpers.
7. Wash each vessel down with fresh water after each day's operation.
8. No major engine, equipment or electronics repairs will be made at sea except those needed to reach port.
9. When vessel repairs are needed, the Marine Patrol Officer(s) will get an estimate from a local marine repair shop. The officer will then notify the Traffic Safety Unit Sergeant and the North Miami Motor Pool of the repair needs and cost estimate. The Motor Pool Supervisor will then authorize a repair shop, or other qualified personnel, to perform needed repairs.

XII. TRAFFIC SAFETY UNIT

The Traffic Safety Unit is specialized within the Community Policing Section. Unit members shall properly handle any situation requiring police response directed to their attention. The Unit is especially concerned with preservation of life and property through the prevention of vehicular accidents and enforcement of all state, county and municipal traffic laws.

- A. Only authorized persons will be permitted to operate a department issued motorcycle, providing they have completed the required training.
CFA 14.02A
- B. In-service training: When scheduling permits, each officer will attend eight (8) hours of training once a month. The training schedule and training agenda will be prepared by the Traffic Safety Unit Sergeant.
- C. Initial motorcycle training is required upon assignment to the Unit and will be conducted on a state-approved motorcycle course. **CFA 14.02B**
- D. The Unit shall be supervised by the Traffic Safety Unit Sergeant and Section Commander. Authorization for use in various situations will be given by the Commander or the Sergeant. Officers and supervisors will report, via the Chain of Command, to the Section Major.
- E. The number of police officers assigned to the Unit will be determined by

the Chief of Police.

F. The hours of operation will be determined by the Section Major.

G. The Unit's responsibilities are as follows:

1. Traffic related enforcement.
2. Serious bodily harm crashes and hit and run investigations.
3. General police duties.
4. Other assigned duties.

H. All Department motorcycles will be marked with the words, "Police." Each motorcycle will be equipped with at least two (2) operational emergency lights (red and blue) mounted on the front of the motorcycle, on each side of the headlight. A blue light will be mounted on the rear of the motorcycle. All motorcycles will be equipped with an audible siren, operational flash light, first aid kit, and Personal Protective Equipment.

CFA 14.02D, 14.08A,C-E

J. Uniform:

1. The uniform shall be worn at all times while operating the motorcycle, except during authorized training sessions and/or when authorized by a supervisor.
2. The motorcycle helmet shall be worn with a chinstrap properly secured while the motorcycle is in operation.
3. Issued leather and issued service weapon will be worn while operating the motorcycle.

K. Issuance and Care of the Motorcycle:

1. The Unit officers shall be assigned an individual motorcycle to be driven during duty hours.
2. The police motorcycle shall not be used for personal business, whether the member is on or off-duty.
3. Unit members shall not perform any type of mechanical or maintenance work on any police motorcycle. In the event of disabling mechanical problems, the motorcycle shall be transported (towed) to the North Miami Motor Pool. **CFA 14.02C**

4. When an on-duty member's assigned motorcycle is in for repair or service, the Unit member shall utilize a spare motorcycle (when available). When not available, the Unit member will utilize a vehicle.
5. Unit members will use their assigned vehicle during inclement weather.
6. Unit members will patrol singularly or in pairs, as assigned by a supervisor.
7. While operating a motorcycle, Unit members shall not respond to ANY call on a Code "3" (lights and siren) unless dispatched or authorized by a supervisor. Unit members may engage in felony-related pursuits, but only until assistance can be obtained from a marked patrol vehicle, the motorcycle officer deems the pursuit unsafe, or a supervisor orders the pursuit abandoned. **CFA 14.07A, 14.08A**
8. Motorcycles will not be used in riot control situations.

XIII. CRIME WATCH COORDINATOR

- A. The Crime Watch Coordinator's functions will include:
 1. Attending homeowner association meetings.
 2. Establishing Crime Watch programs for business and residential areas.
 3. Silent Partner program.
 4. Conducting building security education meetings.

XIV. ANIMAL CONTROL OFFICER

- A. The Animal Control Officer (ACO) is a non-sworn member of the North Miami Police Department overseen by the Community Policing Section Major.
- B. In the event of a confrontational situation during an enforcement encounter, the ACO shall immediately retreat, if able, and seek the assistance of North Miami Police Officers, and will notify his/her immediate supervisor.
 1. After capturing a loose animal, if approached by the owner, the ACO will return the animal to the owner and will take the appropriate action based

on the violations noted.

- C. The ACO will be familiar with, and enforce, the City of North Miami's Animal Control Ordinance (Chapter 4, available in PowerDMS), and will consult and/or request assistance from the Miami-Dade County Animal Control Unit when dealing with injured animals, or as needed.
 - 1. The ACO will ensure that follow-ups are conducted on all open violations within the required ten (10) days.
 - 2. The ACO's supervisor will routinely check for compliance with violation deadlines.
- D. Calls for service will be handled in the most expedient manner with consideration given to calls that are considered emergencies.
 - 1. Deceased dogs or cats shall be scanned for the presence of a microchip. If a microchip is found, it shall be recorded on the ACO's report, and notification will be provided to the registered owner of the deceased animal.
 - 2. Deceased animals will be placed in an animal cadaver bag designated for the purpose of disposal. The bag will be securely fastened to prevent the seepage of bodily fluids.
 - 3. For incidents involving multiple deceased animals, depending on the size and weight of the animals, more than one deceased animal may be placed inside the same animal cadaver bag with a combined weight kept under 40 pounds.
- E. The ACO will be familiar with EDEN (report management application) and will seek guidance with the same, as needed, from his/her direct supervisor.
- F. The ACO shall notify his/her immediate supervisor prior to leaving City limits as required for the performance of his/her duties.
- G. Uniform: The ACO will report to duty with the uniform authorized by the Section Major.
- H. Animal Control Vehicle: **CFA 14.02 A-D**
 - 1. ACOs will maintain a valid driver's license.

2. New ACOs will receive training on the use of their animal control vehicle.
3. The ACO is responsible for the maintenance of his/her assigned vehicle, and are the only member(s) authorized to use the same. The ACO will report any mechanical problems to his/her direct supervisor. The ACO is responsible for scheduling preventative maintenance appointments for their vehicle with the City's Motor Pool.
4. The ACO will check their vehicle daily for damage, and will report any discovered damage immediately to their supervisor.
5. The interior of the ACO's assigned vehicle will be kept in a clean and operational manner, free from unnecessary clutter.
6. The ACO will ensure that their vehicle is equipped with the appropriate forms and the necessary equipment, to include safety equipment such as:
 - a. Pole catcher
 - b. Snappy-Snare
 - c. Animal cadaver bags
 - d. Traps
 - e. Net
 - f. Cages
 - g. Dead box
 - h. Gloves (and any other applicable Personal Protective Equipment)
 - i. Sanitizing fluids/cleaning materials

I. Transporting Animals:

1. Animals are to be transported in a humane manner, which takes into consideration the safety of the animals and/or personnel, the prevention of escape, climate control, and transit time.
2. When selecting a cage to transport an animal, the ACO will ensure that:
 - a. It is of the appropriate size for the animal being transported;
 - b. It will not cause injury to the animal; and
 - c. It contains the animal securely to prevent escape
3. If determined to be a safe action by the ACO, he/she may transport more than one dog in the same cage, provided that they are able to make normal postural adjustments. Dogs shall not be transported in cages with any other species.

4. Cats shall be transported individually in their cage, with the exception of nursing cats, who may be transported with their kittens if space allows.
 5. Other species shall be transported in a manner consistent with the guidelines of this policy.
 6. When handling animals, the ACO must utilize the appropriate personal protective equipment (PPE), and be aware of zoonotic hazards and injury risks. Appropriate PPE includes, but is not limited to:
 - a. Gloves
 - b. Goggles
 - c. Protective sleeves
 - d. Catch poles
 - e. Bite sticks
- J. Training: The ACO will maintain his/her certification and will attend other available training as needed.